

## APPLICANT QUESTIONNAIRE - MERIT PROMOTION

Submit to: Office of Human Resources Development and Management, Staffing and Career Development Division.,  
Special Programs Branch, HRDM/SCD/SP

NOTE: This document is of Key Importance in the evaluating and ranking process. Please Document thoroughly and return promptly.

Employee's Name and Office Symbols:	Work Telephone	Vacancy Announcement No.:	
Position and Grade Level applied for:			Closing Date:
Present Supervisor	Telephone No.:		
Highest Grade, Classification Series, and Job Title held:	Dates at Highest Grade		FOR HRDM USE ONLY

### A. EXPERIENCE

Describe any experience you have had which you consider especially pertinent.

### B. EDUCATION AND TRAINING

1. List education or training completed, not covered elsewhere in your record, which related to the position applied for.

TITLE OF COURSE	NAME OF INSTITUTION	DATES (Mo./Yr.)		NAME AND ADDRESS OF INSTRUCTOR (if applicable)
		FROM	TO	

2. Describe any other self-developmental activities in which you have engaged within the past five (5) years which you believe adds to your qualifications for the position applied for.

### C. AWARDS

List and briefly describe, any awards or quality increases you have received under the Federal Incentive Awards Program within the past five (5) years.

NAME OF AWARD	DESCRIPTION	DATE

NOTE: Each employee who aspires to a promotion under competitive procedures is individually responsible for keeping his/her Personal Qualifications Statement (SF-171) current, especially with respect to his/her experience, education and training. Your application for promotion cannot be fairly evaluated if current information is not available in your official personnel folder. Therefore, if you believe the information in your folder is not complete, attach an up-to-date SF-171, SF-171A, Continuation Sheet, or a narrative statement, which will be placed in your personnel file.

SIGNATURE	DATE
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